

New License Application Service Notice – Starting September 7, 2021, all new license applications are required to be submitted online at www.nyc.gov/dobnow. See the **New License Application User Guide** for step-by-step directions.

The Licensing & Exams Unit will **not** be accepting any walk-in transactions, or paper applications for this process.

STEP 1: PRELIMINARY REQUIREMENTS

You **must** meet the minimum qualifications to become a New York City Registered Concrete Safety Manager. Applicants **must** be:

- At least 18 years old;
- Able to read, write, and understand the English language; and
- Able to provide the required documentation to verify experience in accordance with one of the qualifications below.

In addition, applicants **must** have:

- Completed a 30-hour **Department-approved Concrete Safety Manager course** within five (5) years prior to registration; and
- Completed a 30-Hour OSHA course in Construction Safety and Health or Hazard Recognition; and
- Good moral character, so as to not adversely impact upon fitness to perform the duties and responsibilities of a Concrete Safety Manager.

STEP 2: APPLYING FOR REGISTRATION

Applicants **must** meet one set of qualifications listed in the following table:

REQUIREMENT		DOCUMENTATION
A.	<ul style="list-style-type: none"> • Be a New York State Licensed Professional Engineer or Registered Architect; • Have within the ten (10) years prior to the date of application, five (5) years of experience in concrete operations, at least one (1) year of experience in concrete operations where the concrete portion of the project(s) involved at least 2,000 cubic yards of concrete. 	<ul style="list-style-type: none"> a. Current certification as a New York State Licensed Professional; b. Certificate of completion of the required training courses; c. Documentation to verify all years of experience as detailed in STEP 2 below; and d. Additional documentation as specified in Step Two below.
B.	<ul style="list-style-type: none"> • Have within the ten (10) years prior to the date of application, five (5) years of experience in concrete operations, at least four (4) of which were in concrete operations where the concrete portion of the project(s) involved at least 2,000 cubic yards of concrete. 	<ul style="list-style-type: none"> a. Certificate of completion of the required training courses; b. Documentation to verify all years of experience as detailed in STEP 2 below; and c. Additional documentation as specified in STEP 2 below.

C.	<ul style="list-style-type: none"> Has a bachelor's degree in engineering or an appropriate engineering technology from an accredited college or university; Have within ten (10) years prior to the date of application, five (5) years of experience in concrete operations, at least three (3) of which were in concrete operations where the concrete portion of the project(s) involved at least 2,000 cubic yards of concrete. 	<ul style="list-style-type: none"> a. School transcript sent directly from the institution where degree was obtained; b. Certificate of completion of the required training courses; c. Documentation to verify all years of experience as detailed in STEP 2 below; and d. Additional documentation as specified in STEP 2 below.
D.	<ul style="list-style-type: none"> Is a certified Site Safety Manager; Have within ten (10) years prior to the date of application, five (5) years of experience in concrete operations, at least two (2) of which were in concrete operations where the concrete portion of the project(s) involved at least 2,000 cubic yards of concrete. 	<ul style="list-style-type: none"> a. Current site safety manager certification card; b. Certificate of completion of the required training courses; c. Documentation to verify all years of experience as detailed in STEP 2 below; and d. Additional documentation as specified below.

Once you have verified that you meet one of the above requirements, submit your [LIC2](#) application and [LIC34](#) form (if needed), to ConcreteSafetyRequests@buildings.nyc.gov. Once your application has been reviewed, you will be emailed notification to upload your supporting documents for the registration. **Mailed applications will not be accepted.**

You will need to upload PDF scans of the below documentation via the [DOB NOW Portal](#). Applicants that do not currently have an eFiling account will need to create an account by completing the [registration form](#).

Please see the [New License Application User Guide](#) for step-by-step directions.

You **must** submit PDF scans of the following **original** documentation:

- Typed and notarized [LIC2](#) and [LIC4](#) application forms
- Email stating you may submit your application to Licensing & Exams from ConcreteSafetyRequests@buildings.nyc.gov.
- 30-hour Concrete Safety Manager course certificate
- [LIC50](#) or [LIC51](#) application

*NOTE: Applicants with a home address outside of New York City's five (5) boroughs **must** complete the [LIC50](#) Authorization for Service of Process by Agent. Applicants may also fill out the [LIC51](#) Voluntary Authorization for Service of Process by Email even if they reside within the City of New York.*

- [LIC62: Physical Exam Form](#) **must** be completed within 90 days
- 30-hour OSHA Construction Safety and Health card
- [Supplemental Investigation Questionnaire](#)
- [NYC Buildings' Experience Verification Form](#) located on the Department website, to be completed by supervisors/managers/contractors who are verifying your work experience

NOTE: If you are self-employed, Experience Verification Forms should be completed by your clients/contractors or others who hired you and who can verify your work experience. If you are self-employed or if you have missing/insufficient documents, additional information will be requested from you.

- **Social Security History of Earnings** for the years you are claiming as experience – this is **not** the Social Security Statement

*NOTE: There is a fee required by the Social Security Administration for this service. You **must** request the report to be run by 'company name.' You may request the information by mail or in-person (ordinarily you can receive this instantly in-person). Visit <http://www.ssa.gov/online/ssa-7050.html> for more information.*

- Union extracts for the years you are claiming as experience, if you are a union member
- Driver's license, learner's permit ID card, current passport or alien registration card with photo (green card) – *must not be expired at the time of submission*
- Social Security card
- Proof of home residence (utility bill, lease or deed, bank statement).
- **Child Support Certification Form**
- Registration fee - \$150.00 payable within the **DOB NOW Portal**.

*NOTE: Pictures of documents will **not** be accepted. Documents must be scanned PDFs.*

STEP 3: REGISTRATION APPROVAL

Once all documentation is submitted and approved, you will be able to schedule an appointment within the **DOB NOW Portal** to take picture and receive the Concrete Safety Manager registration card.

For more information, visit the **Licensing** page located in the Industry section of the Department's website.